

	British India Corporation Limited. (A Govt. Of India Company) Ministry of Textiles 11/6, Smt. Parvati agla Road Kanpur-208001.
BIC invites applications for the position of Company Secretary on Fixed Term Contract basis for its Head Office in Kanpur.	
Details are as under:	

British India Corporation Limited.
(A Govt. of India Company, Ministry of Textiles)
11/6, Smt. Parvati Bagla Road, Kanpur-208001

BIC, Public Sectors Undertaking requires one Company Secretary on "fixed term contract" basis the details are as follows:

S. No	Name of Position	Company Secretary
	Age Limit	Below 40 Years
	Qualification Essential	Should be an Associate/Should have fellow Membership of Institute of Company Secretaries of India
	Qualification Preferable	CS+CA (Chartered Accountant)
	Work Location	Kanpur, Uttar Pradesh (BIC Office)
	Experience (Minimum)	One year post qualification experience in relevant fields. Experience of working in computerized environment is essential.
	Job-Profile	i) Ensure compliance of Companies Act, 1956, guidelines on Corporate Government norms and other Corporate Laws applicable to the Company. ii) Convene Board Meeting, Audit Committee meeting, other Committee meetings, Annual General Meeting etc. including preparation of agenda, minutes, coordination etc. iii) Maintain books, registers, records etc. as per the applicable laws including filing of returns etc. with concerned authorities. iv) Compliances of various other statutory obligations. v) Liaise/ follow-up with various Government Department to ensure statutory compliance.

		vi) Filing of returns with registrar to companies. vii) Appointment and fixing of remuneration of statutory auditors.
	Remuneration	The selected candidate will get monthly remuneration of Rs. 70,000.00/-(all inclusive).
	Tenure of Appointment	One year and on basis of the performance and need his/her services may extended to one more year.
	Leave	He / She shall be eligible for 12 days' leave in a calendar year on pro-rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year.
	TA/DA	No TA/DA shall be admissible for joining the assignment or on its completion. However, in the course of performing professional duties, if he/she is deputed to outstation units, the admissible TA/DA will be at par with Asst. Manager in BIC.
	Other allowances	No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible.

BIC reserves the right not to fill the above position without assigning any reasons.

Instructions

- 1) Applications giving full particulars along with self-attested copies of Certificates/testimonials and a recent passport size photograph (non-returnable) should reach to **Director (F&A) BIC By ordinary post** by **02/01/2025** on the address SC Gupta, OSD BIC, **Room no. 539, Ministry of Textiles, Udyog Bhawan New Delhi 110011**. Please superscribe envelope with the post applied for.
- 2) Applications which do not meet the criteria given in this advertisement & / or incomplete application are liable to be summarily rejected.
- 3) No correspondence will be entertained with the candidates not short listed for interview.

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APPLICATION FORMAT

Please paste
self-attested
recent
passport size
photograph

- 1) All columns should be filled in block letters**
2) Incomplete applications/applications without enclosures will be

1. POST APPLIED FOR : _____

2. FULL NAME(BLOCKLETTERS) : _____

3. FATHER'S/HUSBAND'S NAME : _____

4. (a) DATE OF BIRTH : _____

(b) AGE : _____(YRS.)_____ (MTS)_____ (DS)
(As on the last date of receipt of application)

5. RESIDENTIAL ADDRESS :
(a) CORRESPONDENCE: _____
ADDRESS _____

Tele. No. _____ E-mail ID _____

(b) PERMANENT ADDRESS: _____

Tele. No. _____ E-mail ID _____

Male Female Trans Gender

6. SEX :

7. MARITAL STATUS : Married Unmarried

8. RELIGION :

9. PRESENT OFFICE ADDRESS : _____

